

CHIEF OF POLICE

DEFINITION

Under general direction, plans, directs and coordinates the activities of the Police Department; implements policies and establishes procedures related to crime prevention, law enforcement, and related community services; develops and administers the department budget; establishes and maintains liaison to the public; serves as a member of the City's management team; performs related duties as required.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, directs, and coordinates the maintenance of law and order, the protection of life and property, the regulation of traffic, as well as the apprehension, arrest, and detention of law violators.

Analyzes operational and service demands and develops comprehensive plans to satisfy future needs for department services; confers with legal advisors, citizens, and City officials on law enforcement problems; develops and implements municipal law enforcement policies and procedures.

Directs and administers the budget for the Police Department; analyzes department needs and requests from supervisory staff; prepares budget request justifications and discusses same with the City Manager and elected officials as appropriate..

Advises and otherwise assists the City Manager, City Council, other City personnel, and the public regarding law enforcement, crime prevention and other programs and services provided by the department..

Coordinates municipal law enforcement activities with those of other agencies.

Monitors department daily activities and operations and directs same through subordinates.

Conducts field inspections of police operations and locations which might engender criminal activity or traffic problems.

Prepares monthly activity reports, special reports on police or traffic issues, and various other written communications.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; recommends or executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, other local, state, and federal agencies, and professional organizations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include possession of a four year degree in police science, public administration, or a related field, and five years of progressively responsible supervisory and management experience in law enforcement which includes experience in all major phases of crime prevention, law enforcement, and police department administration. A master's degree in a related field is desirable.

Knowledge, Skills, and Abilities

Extensive knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices. Thorough knowledge of municipal organization and administration; principles and practices of police administration; patrol methods, criminal investigation and identification techniques; physical layout and composition of the City including special law enforcement problems. Considerable knowledge of administrative procedures and techniques; Vehicle and Penal Codes; personnel and disciplinary processes. Ability to plan, direct, and coordinate department services; analyze unusual situations and resolve through application of City policy and requisite knowledge; think clearly and act effectively in emergency situations; direct the effective maintenance of department firearms and equipment; prepare and present reports; provide liaison to the public; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of a POST Advanced Certificate.